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SECURITY INFORMATION

15 December 1952

MEMORANDUM TO: CHIEF, CLASSIFICATION & WAGE DIVISION

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Attn: [REDACTED]

SUBJECT : Reclassification of Clerical Position in TSS [REDACTED]

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1. Attached is a copy of a memorandum to TSS/Admin from the Chief, TSS [REDACTED] requesting the establishment of a Laboratory Helper position. The position of Laboratory Assistant was previously authorized until our latest T/O revision, but was filled by persons having professional qualifications.

2. The duties as outlined by [REDACTED] are of a routine non-technical nature. The incumbent will perform duties which because of security restrictions cannot be performed by the GSA.

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3. It is recommended that a new position be established at GS-3 in lieu of Position BY 205, Clerk-Typing, GS-4.

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[REDACTED]
Personnel Officer, TSS

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